



Marinwood Preschool Parent Packet

2025/2026

Welcome to Marinwood's Preschool Program. Please review the information in this packet to better facilitate the successful participation of your child in our program.

Preschool Philosophy

Our goal at Marinwood Preschool is to provide a safe and stimulating preschool experience and help prepare children for their eventual kindergarten education. We are a play-based preschool that fosters imaginative and creative play through our unique collection of toys and materials. We feel that this collection offers tools for the children from which they learn and create continually. We also find this successful for their social and emotional development. We rotate the toys to give new choices for children each week of attendance. Materials range from imaginative play assortments to pre-kindergarten manipulative's and much more. We also offer enrichment every day through storytelling, songs, art, and movement.

Our teachers strive to create a warm and nurturing environment, and our goal is for the children to be comfortable and reach their full creative and social potential. We handle conflicts between children by talking about the problem and coming up with a solution together. We urge them to express their feelings, and we remind them of our expectation that they treat one another with care and respect. We support children's need for fairness and being heard.

Separation Anxiety

We know that this may be the first time that many of you have left your child at school. With that in mind, we as teachers will handle this experience carefully so that your child's association with school remains a positive one. We find that in most instances, children adjust rather quickly to school and if parents are present, it may distract them from forming relationships with other students and the teachers and engaging in activities. However, we may ask if you stay with your child during the school day if the teachers have noticed they may need a little more support in the classroom. If your child needs extra support, we will create a plan to discuss collaboratively.

Threes Together Program

Welcome to Threes Together, we are pleased to announce and welcome back Annette Raisedana and Amie Buecker as our teachers this year! The daily rhythm will include free play, an arts and craft project, snack time, outside time, circle time, and finish with lunch. Our Threes Together class is in our smaller classroom where children will play with toys, explore in sensory bins and participate in art projects. Children will socialize and learn with their classmates and teachers in a fun and loving environment.

One of the few requirements that we ask of children attending our Threes Program is that they be ready to take directions from the teachers and listen when appropriate. We not only find this is important for a successful classroom, but for your child's safety. We understand that this is a developmental process, and it is important to remember that your child is still very young at the age of three. Sometimes children communicate through their behavior that they are not quite ready to attend school, and we may recommend that some time pass before they continue in our program. Although this is our last action, we will work with our families as best as we can to make sure each child is treated fairly.

Threes Together Daily Rhythm:

9:30 - Welcome
9:45 – Craft/Free Play
Bathroom Break
10:15 - Snack
10:50 – Park Time
Bathroom Break
11:30 – Free Play
Bathroom Break
12:00 – Circle time
12:15 - Lunch
12:30 - Goodbye

Themes:

September: Welcome to Preschool & Fall Free Art
October: Farm, Trees, Owls/Bats, Pumpkins, Halloween
November: All About Me, Music, Turkeys (Thanksgiving)
December: Arctic Animals, Winter Free Art, Holidays
January: Dinosaurs, Ocean Animals, Zoo Animals, Pets
February: Family, Valentines, Bears
March: Birds, Bugs, Spring Free Art, Community Helpers
April: Easter, Things That Go, Numbers, Space, Pirates
May: Flowers/Mother's Day, Fairy Tales, Summer, Last Week of School Free Art

Morning School Program

Welcome to Morning School! Our daily rhythm will consist of free play, an art project, snack time, circle time, outside time, and finish with lunch. This class meets each day in our larger classroom where children are able to explore with toys, participate in engaging activities, and create fun and stimulating art projects, all that correlate with our weekly themes.

Children in this class will also get to practice and perform songs throughout the school year, work towards writing their names and practice writing their letters. At circle time we will discuss the weather, days of the week, talk about colors, letters and shapes. Each day, students will enjoy a story time, enrichment or movement activity relating to the weekly theme. Our Morning School class also has access to additional educational materials specific for this age group, giving 4-year-olds appropriate challenges.

We are pleased to announce and welcome back Alaina Hess and Francesca Guillen and welcome new teacher Jenna Elrich!

Morning School Daily Rhythm:

9:30 – Welcome
9:45 – Free Play/Craft
Bathroom Break
10:15- Snack
10:30 – Free Play
11:00 - Circle Time
Bathroom Break
11:30 – Park Time
Bathroom Break
12:15 –Lunch time
12:30 – Goodbye

Themes:

September: Welcome to Preschool, All About Me, Weather, Farm
October: Trees, Birds, Fruits, Vegetables, Halloween
November: Harvest, Cooking, Thanksgiving
December: Winter Free Art, Holidays
January: Artic Animals, Pets, Zoo Animals, Ocean Animals
February: Family, Feelings (Valentines), Music
March: Numbers, Space, Science, Things that Go
April: Easter, Bugs, Flowers/Garden, All Around the World, Community Helpers
May: Graduation Practice!

Enrichment

Along with daily enrichment provided by our teachers both classes will have monthly enrichment visits from many different local children's educators including the following:

- Wine Country Zoological Live Animal Presentation
- The Beetle Lady Insect Presentation
- Awesome Kids Yoga Movement Class
- Silly Circus Performance
- Music with Megan
- Visit to Marinwood Fire Station
- Wildcare Nature Van Presentation

What to Bring

Clothing should be comfortable, washable and suitable for daily routine, which includes both messy and active projects. The children will spend time outside each day so please dress your children appropriately for seasonal weather and please pack raincoats & rain boots for rainy days.

What does my child need to bring each day?

- A backpack or bag
- Closed-Toed Shoes
- Jacket/Sweatshirt
- Change of clothes (underwear, shirt, pants/shorts, socks)
- Snack and Lunch (packed separate, see below)
- If there is inclement weather, please pack rainproof gear.

Please pack snack in a separate bag or container and label it "snack". When you arrive at school, please place snack in designated bin labeled "Snack".

PLEASE REMEMBER WE ARE A NUT-FREE SCHOOL. We encourage parents to follow our "no-dessert policy" for children's snacks and lunch.

Please keep all toys and personal items at home. Please label all your child's belongings.

Sometimes toys and small parts find their way home in pockets. This is not cause for alarm. We do appreciate getting these toys back, so please do not hesitate to return even the smallest of pieces.

Tuition

The Program is offered as follows: 9:30-12:30pm, Monday-Thursday
September 2nd– May 29th

3 Day or 4 Day Options

Monthly tuition is due the 1st business day of each month and will be automatically charged.
Your monthly tuition payment is based upon the number of school days per month.

2025/2026 Tuition:
\$150 Registration Fee
\$38/day

Program Holidays:

Indigenous Peoples Day/Columbus Day: October 13th
Thanksgiving Break: November 24th-27th
Winter Recess: December 22nd- January 2nd
MLK Holiday: January 19th
Mid-Winter Recess: February 16th-19th
Spring Break: April 6th-9th
Memorial Day: May 25th

There is no prorating for absences. Tuition is non-refundable. Marinwood may cancel the program due to a climate impact day or other unforeseen emergencies. We will not be offering any payment plans for this program. Parents may speak to the front office to discuss alternative payment methods and schedules if needed.

Drop-In Policy

For families enrolled three days per week, we understand there may be times when you'd like your child to attend an additional day during the week or month. To request an extra day, please email ahess@marinwood.org in advance. We do not allow last-minute or same-day drop-ins. All requests must be submitted before the start of the month, prior to tuition being charged. This allows us to plan accordingly and maintain a safe, consistent environment for all students.

Please note: If a holiday falls on a weekend, **the performance and/or celebration for that holiday will take place on the Thursday before**. If your child does not regularly attend on Thursdays and you would like them to participate, please plan accordingly by following the process outlined above.

Communication & Class Dojo

We encourage parents to regularly share daily concerns about their child with teachers and staff. Parent, teacher or supervisor conferences and phone calls can be scheduled at any time a need arises by contacting Alaina at ahess@marinwood.org.

Our teachers will always inform parents of any incidents that arise during the day including injuries or behavioral issues.

Constructive criticism of the program is welcome when it is motivated by a desire to improve the quality and efficiency of our program. The first step is addressing the concern immediately with the teacher or staff member. The next step would be with the Supervisor, either in casual conversation, email, text, or a scheduled meeting. The third step is a meeting with the supervisor, staff, and the parents together.

Please remember to update the teaching staff and supervisor of any family issues (death, illness, travel, and separation/divorce) that may cause changes in the behavior of your child. Children can be extremely sensitive to the changing environment. It helps our staff know which child needs extra patience, attention and love.

We will be utilizing the app, **Class Dojo**, to send out weekly photos and important reminders. Attached to the parent packet are directions on how to download the app and connect with your class. Please email me with any questions or issues you may have!

All communication regarding Preschool must be done in person, by email and or by phone.

ahess@marinwood.org

(415) 479-0775

Resolving Conflicts & Disciplinary Policy

Marinwood seeks to promote positive behavior in children and help them learn self-regulation, which is the goal of discipline. We want to teach and lead our children to make better choices.

We handle conflicts between children by talking about the problem and coming up with a solution together. We urge them to express their feelings, and we remind them of our expectation that they treat one another with care and respect - the way in which they would like to be treated. We support children's need for fairness and being heard, and we often use interactive role playing and storytelling to help resolve issues. When a problem has occurred between children we welcome checking in with a classmate before immediately saying sorry as this helps encourage empathy before asking for forgiveness.

The safety and wellbeing of each child is our highest priority. If a child is physical toward others, the teachers will take steps to stop the behavior, calm down the child and the parent will be notified. If the behavior persists, a conference will be set up to discuss a behavioral plan. Our goal is for every child to have a positive preschool experience.

All discipline actions will be positive in nature. The method of discipline will vary with the age and action of the child. Individual teachers are given discretion in how to handle each situation as it arises. As a matter of policy, the following is a general framework for discipline.

- Separate the child from the behavior
- Use positive language
- Redirect the child's behavior
- Give acceptable choices
- Follow up with conversation about issue (if appropriate)
- Look for a deeper problem

Distractions are the first step in any age group, when a child is feeling upset it's best to help remove them from that situation. Teachers will then explain to the child why the behavior is inappropriate and suggest an alternative acceptable choice. If the behavior happens again, he/she may be asked to remove themselves from the activity/group temporarily to think about their behavior/actions. Other tools may be used to help the child understand appropriate behavior such as storytelling, roleplaying, art, visualization, games or exercise. At no time will any form of corporal punishment be threatened, encouraged, or used.

If the unacceptable behavior continues, parents will be notified at pick up and or may receive an email or phone call about the child's behavior during or after the school day.

A parent/teacher/supervisor conference may be called to discuss the issue further. At this time parents and teachers can work collaboratively in creating and implementing a plan to help the child make appropriate decisions. Consistency between school and at home tends to help encourage change of behavior.

If the child's behavior becomes threatening to the other children, to the staff, or when previous strategies have failed to produce the desired results, Marinwood Preschool may need to remove the child from the program.

Potty Training

All participants must be potty trained. However, we understand that accidents happen. Please send your child with an extra change of clothes in their backpacks. Teachers will be there for support in bathrooms to assist students with getting on and off toilet, buttoning pants, etc. If accidents happen multiple days in a row a meeting will be held with the child's parent to discuss further action.

Birthdays

If you would like us to celebrate your child's birthday at school, you can bring a small treat for the class (ex. Mini cupcakes, mini muffins, popsicles etc.). The teachers are happy to provide additional ideas. We will sing happy birthday and pass out the treat after lunch time. **Please discuss with teacher any other planned ideas prior for approval.**

Attendance, Illness Policy, Administration of Medicine

All participants must be accompanied by a parent or guardian at check-in each day. The Program does not run on the days that schools are closed.

If your child will not be attending the Program on certain days due to vacation or illness, contact the Marinwood office, or email Alaina at ahess@marinwood.org.

Parents/guardians are responsible for notifying Marinwood about illnesses such as if your child tests positive for COVID-19 or is diagnosed with another communicable illness, such as strep throat, chicken pox, mumps, measles, or whooping cough.

It is a parent's responsibility to monitor the health of their child before attending our Program. It is vital that all parents and guardians keep children at home if they are sick and/or until they have been fever/symptom-free for a **full calendar day** without the use of medicine. Parents must be able to answer **NO** to the following questions before bringing their child to our Program.

- Does your child have a fever, cough and/or shortness of breath? For children, a fever is 100 degrees or above using a forehead thermometer.
- Does your child have any other signs of communicable illness such as a cold or flu?

While Marinwood will take all possible precautions to protect the health and safety of children and staff, we expect everyone to follow the current health and safety guidelines.

Signs of Illness During Program:

Participants will be monitored for signs of illness throughout the day including:

- Headache or tiredness, unable to participate in routine activities or need more care than staff can provide
- Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, etc.
- Open sores, rash, signs of infection, etc.
- Runny nose with colored mucus

If children are exhibiting any of the above symptoms, **parents / guardians are required to and must agree to come pick up their child without delay if they are exhibiting these symptoms.**

Required Forms

Liability Waiver and Auto-Pay Form

Parents will be required to submit a signed liability waiver and credit card auto-pay form before your child may attend the program. These forms will be emailed to parents and may be turned in, emailed or faxed before or on the first day of attendance.

Participant Information Form

Please accept and complete the online invitation to the ePACT Network at your earliest convenience (invitations will be emailed before the start of the program). All registered participants will receive an online invitation. Marinwood uses the online ePACT Network. ePACT is a secure emergency network, that we will use for our programs to collect medical and emergency contact information electronically. For customer support, please email help@epactnetwork.com.

How it works

- 1) You'll receive an email invite to share information with Marinwood Community Services District.
- 2) Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- 3) Enter the required information, like medical conditions, and share it with Marinwood Community Services District. If you already have an account, it will take just 2 minutes to verify that your information is still accurate.
- 4) You can update your information at any time in the year, and we will automatically be notified (e.g. a new cell phone number)

If you are unable to complete the form online, teachers will provide you with a paper form to fill out.

Withdrawal Policy

If parents wish to terminate or change enrollment for the program at any time, written notice is due at least five business days prior to the start of the new month. There is no refund if withdrawal occurs once the monthly session has begun. If proper notice is not received, parents will be held responsible for tuition regardless of whether the child attends the program.

Staff

Marinwood staff are highly trained, energetic and motivated. Our goal is to provide your child with the best experience possible in a fun and safe environment. Every staff member is certified in CPR and First Aid by the American Red Cross and all staff members have been fingerprinted and undergone a background check.

Parent Responsibilities

- Complete all forms prior to the first day
- Provide current information (phone/address/medical)
- Provide staff with information about major events in child's life that may affect child's behavior and/or attitude
- Inform staff on any day your child will be absent
- Support staff in working with your child in behavioral issues
- Sign-in and Sign-out child each day and pick up on time.

Child Responsibilities

- Check in with teachers upon arrival
- Be respectful of Program rules and policies and facilities.
- Take care of Marinwood equipment and toys.
- Always behave appropriately

Thank you for entrusting your child to our care. We are committed to providing a safe and enjoyable program. Please let us know if you have any questions or concerns.

Marinwood Recreation Department

775 Miller Creek Road

San Rafael, CA 94903

(415) 479-0775

Fax: (415) 479-7759